

**DIRECTIVE NUMBER 300-16-12**

**DATE:** February 15, 2013

**TO:** Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** Position Descriptions

1. Purpose. To provide guidelines and procedures for updating and submitting position descriptions.
2. References. K.A.R. 1-2-63 and 1-4-2 through 1-4-7 and Position Description Form.
3. Policy. A current position description must be on file in Personnel for each regular full-time and regular part-time KDOL position. Supervisors are encouraged to submit position descriptions for employees in unclassified positions.
4. Procedure.
  - a. Position descriptions shall be prepared by the supervisor with input from the employee. All sections of the position description form (DA -281-2, Rev. 1-86) must be completed. After the position description is completed and signed by both the supervisor and the employee, the original should be sent to Personnel. A copy should be given to the employee.
  - b. Each position description must be reviewed with the incumbent during the employee's annual performance evaluation to ensure duties being performed conform to the position description.
    1. If duties being performed remain in conformance with the position description, the supervisor and employee may initial and date the position description on the signature line and submit a copy to Personnel with the performance review.
    2. If duties being performed have changed slightly, a revised position description must be prepared, signed by both the supervisor and employee and submitted to Personnel with the performance review.
    3. If duties being performed have changed significantly, Personnel should be contacted for assistance in determining the correct position classification.
  - c. A proposed position description and revised organizational chart must be submitted to the Personnel Office when requesting the establishment of a new regular full-time or regular part-time position; or when requesting a particular position be reviewed for possible reallocation.
5. Action Required. Advise all supervisors of the contents of this Directive.
6. Inquiries. Kyle Williams - HR (785) 296-5000 ext. 2565

Lana Gordon, Secretary of Labor  
*Signature on file*

Rescissions: 300-22-99	Expiration Date: Continuous
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